



## OFFICE OF THE LEGISLATIVE FISCAL ANALYST

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Jonathan Ball, Legislative Fiscal Analyst  
Steven Allred, Deputy Fiscal Analyst  
Andrea Wilko, Chief Economist

STATE OF UTAH  
invites applications for the position of:  
LEGISLATIVE STAFF TECHNOLOGIST, JOB #

PHYSICAL ADDRESS: Utah Legislature  
Office of the Legislative Fiscal Analyst  
W310 House of Representatives Building  
Salt Lake City, UT 84114

OPENING DATE: Friday, June 3, 2022

CLOSING DATE: Wednesday, July 6, 2022, 5 p.m.

### JOB DESCRIPTION:

This job is unique to the Office of the Legislative Fiscal Analyst. Utah's Legislative Fiscal Analyst and their office affect good government through objective, accurate, and relevant budget advice. A Staff Technologist reports to the Lead Technologist and supports other office staff in pursuit of this mission. A Staff Technologist has an interest in policymaking, budgeting, and governance. They acquire knowledge of office products and processes as well as the data and technology underpinning these products and processes. They have an affinity for and basic understanding of information technology and database design. A Staff Technologist operates, documents, and maintains tools managed by the Lead Technologist. A Staff Technologist may also assist the Lead Technologist in creating new data and technology solutions that improve office products. This is an entry- to mid-level position that performs moderately complex tasks.

### EXAMPLE OF DUTIES:

- Learning and knowing office products and processes.
- Understanding and documenting office data structures and technology solutions.
- Keeping current on technology and gaining new tech-related skills.
- Operating and maintaining existing data and technology systems.
- Generating budget-related products and materials.
- Working with the Lead Technologist to create new technology tools, as necessary.
- Collaborating with finance, operations, and information technology specialists.
- Executing routines that create or update office outputs; documenting actions necessary to replicate those routines.
- Creating custom data queries, pivots, and reports.
- Generating and manipulating budget products.





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- Must be able to work extended hours during the legislative session, on interim days, and as needed throughout the year
- Must be non-partisan

### MINIMUM QUALIFICATIONS:

- Bachelor's degree, relevant professional certification, or related experience in finance, economics, public policy, public administration, political science, data science, data analytics, information technology or other relevant field.
- Familiarity with MS Access, Excel and Word, or similar office software suites.
- Familiarity with and affinity for coding, database admin, data querying and data reporting.
- Strong writing and communication skills.
- Ability to analyze business and software requirements, recommend workflow adjustments and identify opportunities for business improvements is extremely helpful.
- Ability to participate in project implementations.

**SALARY:** The salary range for this position is \$30 to \$45 plus comprehensive medical, dental, leave, and retirement benefits. The selected candidate's actual starting salary will be commensurate with their education and professional experience.

**APPLICATION INSTRUCTIONS:** Submit a cover letter and resume via email no later than 5 p.m. on Wednesday, July 6, 2022 to [hr@le.utah.gov](mailto:hr@le.utah.gov).

